

## **GLADWIN COUNTY**

### **TITLE: DISTRICT COURT MAGISTRATE**

#### **FLSA STATUS: EXEMPT**

#### **JOB SUMMARY:**

Adjudicates matters before the 80th District Court on behalf of the people of Gladwin and Clare Counties and the State of Michigan, and performs other judicial functions within the authority of district court magistrates as specified in the Michigan Compiled Laws and State Acts.

#### **FUNCTIONS:**

Conducts arraignments and sentences defendants pleading guilty or no contest to violations of civil acts and ordinances the maximum sentence for which is less than ninety days in jail and/or payment of a fine.

Conducts arraignments and sentences defendants pleading guilty or no contest to misdemeanors the maximum sentence for which is less than ninety-three days in jail and/or payment of a fine.

Conducts arraignments and sets bonds for defendants in felony cases.

Provides defendants with advice of rights, and explains rights, including right to counsel, appeal rights and rights to revoke pleas, as necessary and appropriate.

Accepts written demands for and waivers of preliminary examinations and jury trials by defendants being arraigned for criminal and ordinance violations.

Adjudicates Civil Infractions, including admissions and admissions with explanation, conducts informal hearings and imposes civil sanctions.

Signs sworn complaints, arrest warrants, search warrants and affidavits.

Dismisses criminal and ordinance violation cases over which the District has jurisdiction and in which proceedings have not commenced nor plea of guilty or no contest been entered, and releases bail bonds and bail bond deposits to parties entitled thereto.

Performs marriages.

Performs other duties as consistent with the Michigan Compiled Laws and State Acts.

Other duties as may be assigned by the Court Administrator and the Chief Judge.

#### **CONTACTS:**

This position has frequent contact with:

Presiding judges of the courts to review actions and discuss changes in the Michigan Compiled Laws and local ordinances, sentencing guidelines, and questions of legal interpretation and applications of the law.

Plaintiffs, defendants, witnesses, law enforcement officers, prosecutors and attorneys to conduct arraignments, hearings and conferences.

The Court Administrator to discuss work assignments and personnel matters.

**REQUIRED KNOWLEDGE AND SKILLS:**

Thorough working knowledge of the Michigan Compiled Laws, criminal and civil codes, family and domestic relations statutes.

Thorough working knowledge of the Michigan Court Rules and accepted courtroom practices and procedures.

Thorough working knowledge of professional standards of legal practice and legal ethics.

Working knowledge of legal research and reference sources.

Knowledge of Gladwin and Clare Counties' codes and ordinances.

Ability to interact objectively and communicate effectively with defendants and plaintiffs from diverse demographic and socio-economic backgrounds and with widely divergent levels of educational attainment and communications skills.

Computer literacy.

**EDUCATION, TRAINING AND EXPERIENCE:**

Juris Doctorate or LL.B. from an accredited school of law preferred. Will consider a combination of other qualifications and experiences in place of this requirement.

Successful completion of the State Court Administrator's Office training course in Traffic Law adjudication and sanctions.

Prior experience in criminal justice or adjudication.

**LICENSES AND CERTIFICATIONS:**

A \$20,000.00 performance bond must be posted with the County Treasurer and Chief Judge.

The employee must take the constitutional oath of office.

**PHYSICAL REQUIREMENTS:**

Must be able to perform essential job functions with or without reasonable accommodations, including, but not limited to, visual and/or audiological appliances, and devices to increase mobility.

**WORKING CONDITIONS:**

Work is performed in a normal office environment. After hours (mornings, nights, weekends and holidays 24/7 on-call) for search warrants and other required functions.

**RESIDENCY:**

Must reside within the district of the 80<sup>th</sup> District Court.

Apply to: Dr. Karen L. Moore  
80<sup>th</sup> District Court Administrator  
225 W. Main St.  
Harrison, MI 48625  
NO PHONE CALLS

Deadline: December 31, 2016 OR until position filled